

	<b>Administrative Regulation</b>		<b>Policy #</b>	05-02.01
	<b>City Facility Use Policy</b>		<b>Effective Date:</b>	May 2, 2017
			<b>Revision Date:</b>	N/A
			<b>Owner:</b>	Facilities and Property

### **Purpose:**

This regulation establishes policies and guidelines for the use of City facilities by both the public and internal users.

### **Scope:**

This regulation applies to the use of public space in and around Springfield City Hall (City Hall) and the Springfield Justice Center (Justice Center).

### **Policy:**

The City of Springfield is committed to the policy that all persons shall have access to its facilities without regard to race, color, religion, sex, national origin, age, marital, or veterans' status, sexual orientation or disability.

City Hall will be available for public meeting purposes, civic purposes, and non-profit organizations, special events, or other organizations whose membership substantially includes Springfield residents or whose purpose is to provide services to Springfield residents. Certain rooms will be reserved indefinitely for ongoing, regularly scheduled City business.

City Hall, public spaces in the Justice Center, and surrounding grounds are public facilities and are accessible to members of the community. City Hall and the surrounding grounds will be available for public use during normal office and/or Library hours, or during other scheduled meetings or functions. The Justice Center is open to the public during normal office hours or during other scheduled meetings or functions. All City buildings and areas within 10' of building entrances, exits, windows, accessibility ramps and air intakes vents are designated as no-smoking and no-vaping areas.

The City is not responsible for any personal property left on the premises.

### **Procedure:**

1. Room Reservation. Property/room reservations, with the exception of subsection, 1.1 and 1.2, will be processed by the City Manager's Office. The application form can be downloaded from the City website or obtained in the City Manager's Office. Outside agencies wishing to use the meeting rooms must fill out a Meeting Room Use Application no more than 45 days in advance of the meeting.

- 1.1. For the EOC in the Justice Center, applications must be submitted to the Office of the Chief of Police at the Justice Center. The application form can be downloaded from the City website or obtained from the Police Records Counter.
  - 1.2. For use of the City Hall Lobby, City Hall Fountain Plaza, Springfield Museum Parking Lot (Lot 53) or Springfield Library Parking Lot (Lot 57), the applicant must submit a City Facility Use Application to the City Manager's Office.
2. Use of City property is prioritized in the following order:
  - 2.1. City Council meetings or functions
  - 2.2. City departments, including City Council advisory committees
  - 2.3. Public/government agencies
  - 2.4. Community organizations and groups (use limited to once during a calendar month)
  - 2.5. Special events
3. Facility Use Fee and Cancellation
  - 3.1. The use fees for City Hall and Justice Center facilities are set by resolution in the Master Fees and Charges schedule.
  - 3.2. The Client is responsible to pay the cost for repair of any damages to the facilities.
  - 3.3. Client accounts must be current in order for them to be able to reserve the facility again.
  - 3.4. A person or agency requesting a waiver or reduction of fees shall file a written request which includes the requestor's name and address, and the how the use will benefit the community and/or City. Requests for fee reductions or waivers must be submitted to the City Manager's Office. The City Manager will review the request and make a final decision.
4. General Rules.
  - 4.1. No compensation may be charged, collected, or solicited (fees, dues, donations, etc.) in City Hall by outside users in categories 2.3 or 2.4 for any program or meeting held at City Hall unless approved by the City Manager.
  - 4.2. Meeting room use is limited to regular business hours unless prior approval is received. Contact the City Manager's Office for regular business hours for rooms in City Hall, and the Office of the Chief of Police for the EOC in the Justice Center.

- 4.3. A responsible adult (18 years of age or older) must make the reservation and be onsite at all times during use of the room. Failure of the Client to control the activities of attendees may result in the suspension of the privilege to use the room
- 4.4. The room or space must be vacated as scheduled in order to not interfere with other scheduled uses.
- 4.5. The Client is responsible to remove any leftover food or trash. They can dispose of it in the trash receptacle in the room used.
- 4.6. Meetings conducted in the City Hall and Justice Center meeting rooms may be subject to open meeting laws. Contact the City Manager's Office for that information.
- 4.7. Food and beverages are allowed, with prior approval in Meeting Room #3, the Jesse Maine Room, Library Meeting Room 1, Lobby, and the EOC in the Justice Center. No food is allowed in the Council Meeting Room.

5. Available Room/Spaces:

- 5.1. Meeting Room #3 – Located in City Hall, seating capacity of up to 15 (Fire Code Maximum Capacity 15).
- 5.2. Jesse Maine Room – Located in City Hall with seating for 14 and audience seating along the north wall for 12 (Fire Code Maximum Capacity 75).
- 5.3. Library Meeting Room 1 – Located in City Hall near the Library with seating for 16, with four rows of audience seating on the north end of the room (Fire Code Maximum Capacity 150).
- 5.4. Council Meeting Room – Located in City Hall. Audience seating for approximately 150. (Fire Code Maximum Capacity 184).
- 5.5. EOC Classroom. Located at the Springfield Justice Center with seating for 48 (Fire Code Maximum Capacity 121).

6. Insurance and liability.

- 6.1. In consideration of the use of municipal property or facilities on the date of the event, the undersigned Outside Organization will agree to defend, indemnify and save harmless the City, its officials, agents, and employees from all claims, liability, loss, damage and injury of every kind, nature and description, directly or indirectly resulting from activities arising out of the use of municipal property or facilities, or the acts, omissions, operations, or conduct of the Outside Organization or any participant, irrespective of whether any act, omission or conduct of the City connected with the property or facility use is a condition or contributory cause of the claim, liability loss, damage or injury and

irrespective of whether act, omission, or conduct of the Outside Organization is merely a condition rather than a cause of a claim, liability, loss damage or injury.

- 6.2. The City of Springfield may require a Certificate of Insurance naming the City of Springfield as an insured party if the event includes activities that create additional risk. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability set by the Risk Manager.

## 7. Parking

- 7.1. Free two and three-hour parking is available in designated areas (both on-street and lots) around City Hall and downtown. A map showing free, limited public parking lots and off-street parking will be made available on the City's website.
- 7.2. Special Event Parking Passes may be made available on a case by case basis and should be requested through the City's designated parking enforcement entity. Requests must be submitted no less than 30 days before the event.

## 8. Artwork displayed in City Hall.

- 8.1. Artwork that will be displayed permanently in public areas will be selected by the Building Manager
- 8.2. Artwork hung in the City Hall Gallery and the display boxes outside the Library shall be selected by the Arts Commission
- 8.3. Artwork in the Library is selected by the Library through their policies for accepting gifts, for temporary displays, and for selection of permanent art works.
- 8.4. No political campaign literature or private solicitations for products or services will be posted on City Hall property.
- 8.5. The Display Cases and Kiosks are for official city business and for information and notices from other public agencies. Any information displayed without the prior approval of the City Manager's Office will be removed. (The Library has a written policy governing use of the Library Bulletin Board and display cases.)
- 8.6. Outside groups wishing to display art-related projects in the City Hall Lobby must fill out a Meeting Room Use Application and receive approval from the City Manager's Office.

## Definitions

1. “*City Facilities*” are areas in and around City Hall and the Justice Center that are available for public use.
2. “*City Hall Gallery*” is the corridor across the hall to the north of the Library.
3. “*Client*” is the person or entity requesting use of the facility as well as the person designated by such entity to be responsible for the protection, care and cleanliness of the facility.
4. “*Display Case*” are the acrylic display cases both on the walls and free standing in the City Hall lobby.
5. “*Kiosk*” are the free standing information display unit in the City Hall lobby
6. “*Meeting Rooms*” are those rooms available for public use including City Hall Meeting Room #3, Jesse Maine Room, Library Meeting Room 1, Council Meeting Room and the Justice Center’s Emergency Operations Center (EOC).
7. “*Public Spaces*” are those areas in and around City Hall and the Justice Center that are regularly accessible to the public. These include City Hall and Justice Center meeting rooms, lobby, corridors and reception areas, the browsing areas of the Library, City Hall Plaza, Springfield Museum Parking Lot (Lot 53) and Springfield Library Parking Lot (Lot 57).
8. “*Special Events*” is an occurrence held on City property or rights-of-way that cause the City of Springfield to provide staff time, materials and/or equipment beyond normal operating levels to facilitate the event. It may include a unique event held in the interest of Downtown commerce and revitalization, not occurring in a manner which might be construed as a weekly, or monthly, pattern.

## Resources:

1. [Admin Regulation No. 2 “City Hall Building Policy”](#)
2. [Guideline for Use of Springfield City Meeting Rooms](#)
3. [Meeting Room Application form.](#)

**CREATION (Original):**

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.			
<b>Approved By:</b>	Gino Grimaldi, City Manager	<b>Dates:</b>	May 7, 2017
<b>Author:</b> Amy Sowa, City Recorder			
<b>Responsible Party:</b> Facilities and Property			
<b>Replaces:</b> This Admin Regulation replaces the Guidelines as attached to former Admin Regulation No. 2 "City Hall Building Policy".			

**PERIODIC REVIEW:**

<b>Reviewer:</b>	Chaim Hertz, Director of Human Resources	<b>Date:</b>	8/30/2021
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	
<b>Reviewer:</b>		<b>Date:</b>	

**REVISIONS:**

<b>Version</b>  <b>#2:</b>	<b>Responsible Party:</b>			
	<b>Revised By:</b>			
	<b>Approved By:</b>		<b>Date:</b>	
	<b>Reason/Summary of Changes:</b>			